



Special occasions on behalf of Dümmen Orange - for employees

Reason	What	Who and how
Birth	Flowers € 15 + babycape + card	Employee sends birth announcement to HR. HR arranges flowers, babycape and card.
Wedding	-Card + Flowers € 15 -Gift max. € 50 (if manager/colleagues are invited to the wedding)	-Manager informs HR. HR arranges card and flowers. -To be handed over by manager/colleagues at the wedding. Voucher can be declared via the declaration form at Finance *.
Moving	Card	Employee communicates new address to HR. HR sends card.
12,5 year anniversary	-Pastries at the department / location -Flowers € 20,- -Dinner / drinks / activity with colleagues (and possibly family members) max. € 300 -Anniversary bonus in accordance with the collective labor agreement: 1/4th gross monthly salary -Dümmen Orange pin or pendant	-HR consults with the manager about the day on which pastries are desired. HR orders pastries. -HR orders the flowers for the day of celebration. -Organized by the manager (possibly with the help of HR). The receipt can be declared via the declaration form or the invoice can be sent to the relevant BV (cost center of the jubilee)*. -HR takes care of payment with the salary and makes a letter for the jubilee. -HR will arrange the pin or pendant.
25 year anniversary	- Pastry in the department / location - Flowers € 30,- - Reception / drinks / dinner / activity with colleagues (and possibly family members) max. € 1000. For external reception or drinks: max. € 25 p.p. and max. 40 people. For dinner or activity: max. € 50 p.p. and max. 20 people. - Anniversary bonus in accordance with the collective labor agreement: 1 monthly salary (gross-> net)	-HR consults with the manager about the day on which pastries are desired. HR orders pastries. -HR orders the flowers for the day of celebration -Organized by the manager (possibly with the help of HR). The receipt can be declared via the declaration form or the invoice can be sent to the relevant BV (cost center of the jubilee)*. -HR takes care of payment with the salary and makes a letter for the jubilee.
40 year anniversary	- Pastry in the department / location - Flowers € 30 - Reception / drinks / dinner / activity with colleagues (and possibly family members) max. € 1000. For external reception or drinks: max. € 25 p.p. and max. 40 people. For dinner or activity: max. € 50 p.p. and max. 20 people.	-HR consults with the manager about the day on which pastries are desired. HR orders pastries. -HR orders the flowers for the day of celebration. -Organized by the manager (possibly with the help of HR). The receipt can be declared via the declaration form or the invoice can be sent to the relevant BV (cost center of the jubilee)*.



	- Anniversary bonus: 1 monthly salary (gross-> net)	-HR takes care of payment with the salary and makes a letter for the jubilee.
Resignation	2 years or less in service: flowers € 20 > 2 years of service: drinks or dinner with colleagues max. 250, - (if less than 6 persons present: max. € 40 p.p.).	Manager requests this at HR no later than 1 day before the last working day. HR orders the flowers. -Organized by the manager (possibly with the help of HR). The receipt can be declared via the declaration form or the invoice can be sent to the relevant BV (cost center of the employee)*.
Retirement	-Pastry in the department / location Flowers € 30 -Reception / drinks / dinner with colleagues (and possibly family members). Budget: - 0-10 years of service: € 250 - 11-20 years of service: € 350 - 21-30 years of service: € 450 - > 30 years of service: € 500	-HR consults with the manager about the day on which cakes and flowers are required (last working day). HR orders cakes and flowers. -Organized by the manager (possibly with the help of HR). The receipt can be declared via the declaration form or the invoice can be sent to the relevant BV (cost center of the department)*.
Sickness	For review (in consultation with) HR Flowers € 20.00	HR orders the flowers.

* The invoice must be put on the company name in order to be able to reclaim any deductible VAT.